



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

REGULAR COMMISSION MEETING MINUTES

May 10, 2018, 9:00 am

Toftrees Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill
Commissioner Michelle Beaver
Commissioner Tim Heitzman
Commissioner Chad Libby
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin
John Manning, Legal Advisor (PBPP)
Helene Placey, Advisor
Tom Dougherty, Advisor (PBPP)
Ian Rowles, Recorder (PBPP), Recorder

Those not in attendance:

Commissioner Erik Christensen
Commissioner Larry Maggi

Greg Young, Advisor (PBPP)

1. Call to Order and the Pledge of Allegiance

2. Review and approval of the Minutes of the previous meeting

MOTION: 1805:01

Commissioner Shurtleff made a motion to approve the minutes from the March 8, 2018 Firearms Education and Training Commission meeting.

Commissioner Libby seconded.

Motion carried by unanimous voice vote.

3. Announcements and Reports

Chairman Graybill

- Chairman Graybill reminded the Commissioners to fill out their ethics forms since they are due coming up.
- Chairman Graybill mentioned the new Senate bills, Senate Bill 1070, 1071 and 1072, that could change how FETC is handled.

- Advisor Placey explained that Senate Bill 1070 could eventually land FETC under PCCD, and if the bill passes the move would happen within a year.
- Chairman Graybill stated that FETC is currently looking at the possibility of getting a new management system since the current one, FCTMS, is getting outdated. There have been meetings to discuss how the possible new website could run.

Executive Director MacLaughlin

- Executive Director MacLaughlin shared the Long Gun Survey that was compiled by Advisor Helene Placey. The survey shows that, from the counties that responded, only 5 carry long guns. Only Clinton county provided their long gun policy for the survey.
- Chairman Graybill reminded everybody that long guns and training with them is currently out of the Commissions jurisdiction and all county dependent.
- Commissioner Libby stated it could push the Commission into a corner in the future if even more counties begin to carry long guns.
- Executive Director MacLaughlin stated he has heard from some counties that carry long guns that they would support FETC if they decided to get involved in long guns.
- Executive Director MacLaughlin shared the fiscal report and mentioned there hasn't been any major changes.
- Executive Director MacLaughlin shared the proposed purchase order for the vendors and how much money could possibly be spent on the trainings.

4. Reports of Officers and Standing Committees

- Executive Director MacLaughlin provided the report on the Curriculum Committee due to Committee Chairman Burkholder being unable to attend.
- Executive Director MacLaughlin reported that the committee completed the Train-The-Trainer for Course 8 earlier in the week and the training went well and they certified 16 instructors to teach Course 8.
- Executive Director MacLaughlin stated the committee also discussed the changes in the Course 3.
- Executive Director MacLaughlin shared the Curriculum Committee attendance report that was created showcasing the attendance of the members for the past two years.
- Executive Director MacLaughlin mentioned the possibility of adding more members so more committee members could attend these meetings and trainings.
- Commissioner Libby showed concern about continuing to add members without letting some current members leave. He believes a committee of 16 would be rather large.
- Commissioner Libby agreed with the recommendation from Advisor Placey from the previous meeting about sending a letter to those members who have 50% attendance or lower and ask what is their commitment level.
- Executive Director MacLaughlin stated he can create a expectation sheet for each member and sent out to the entire committee, so everybody knows what is expected of them.
- Chairman Graybill mentioned the possibility of making some of the current members, advisors of the committee, so they don't have to attend the meetings but can still have input in email chains.

- Commissioner Libby believes it would be fair to all of the members that they get a letter of commitment sent to them before removing them from the committee.

MOTION: 1805:02

Commissioner Shurtleff made a motion that any individual on the Curriculum Committee, based on the attendance report that have less than 50% attendance, receive a letter from the Executive Director along with the new committee expectation sheet asking them if they are able to meet the expectations going forward with a 30 day response date. Commissioner Libby seconded.
Motion carried by unanimous voice vote.

5. New Business

- Executive Director MacLaughlin mentioned that FETC is in discussion to get a new FCMTS website. The new website would be built from the ground up. Since the website is coming through an entity who has a contract with the state, FETC wouldn't be spending any money on it.
- Executive Director MacLaughlin stated with the new website, officers can see the entire training schedule and how many seats are available.
- Executive Director MacLaughlin mentioned the first Basic Training Academy has been completed and that all of the students successfully passed.
- Executive Director MacLaughlin informed everybody that the first CFI class of the year was starting the next week.
- Executive Director MacLaughlin shared his site evaluations with the Commission. He attended a annual requalification at the Dauphin County range and a continuing education class at Luzerne Community College. Both of the evaluations went extremely well and he was happy with both locations.
- Executive Director MacLaughlin brought attention to a continuing education course submitted by Berks County to run In-House for credit. It is the same course that was submitted by Dauphin County last year that was approved.

MOTION: 1805:03

Commissioner Shurtleff made a motion to approve the Berks County Continuing Education course for credit.
Commissioner Beaver seconded.
Motion carried by unanimous voice vote.

6. Executive Session

There was an executive session to discuss personnel matters between 10:13am - 10:33am. Chairman Graybill, Commissioners Beaver, Heitzman, Libby and Shurtleff as well as Legal Advisor Manning and Executive Director MacLaughlin all attended.

BREAK - Ten minute break (10:34 – 10:44 am)

Petition for Extension/Waiver

Walter Felta – Somerset County Adult and Juvenile Probation

Brandi Hooper – Dauphin County Adult and Juvenile Probation
Maria Slabonik – Dauphin County Adult and Juvenile Probation
Paul Vizza – Philadelphia County Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper medical documentation were received by FETC.

MOTION: 1805:04

Commissioner Beaver made a motion to approve the petitions for Walter Fela and Paul Vizza for their requested date.

Commissioner Libby seconded.

Motion carried by unanimous voice vote.

MOTION: 1805:05

Commissioner Beaver made a motion to approve the petitions for Brandi Hooper and Maria Slabonik for their requested date.

Commissioner Heitzman seconded.

Commissioner Libby abstained.

Motion carried by voice vote.

Request for Initial CFI Status

Albert Frerotte– Dauphin County Work Release

- Executive Director MacLaughlin mentioned all of his proper training documentation was received by FETC.

MOTION: 1805:06

Commissioner Shurtleff made a motion to approve Albert Frerotte for initial CFI status.

Commissioner Heitzman seconded.

Commissioner Libby abstained.

Motion carried by voice vote.

Request for Renewal of CFI Status

Thomas Baer – Berks County Adult and Juvenile Probation

Justin Calisti – Westmoreland County Adult Probation

Lester Custer – Somerset County Adult and Juvenile Probation

Carlo DeAgnelo – Berks County Adult and Juvenile Probation

Michael Diehl – Snyder County Adult and Juvenile Probation

Nicole Gutshall – Cumberland County Adult Probation

Sean Hayes – Erie County Adult Probation

Michael Koscelnak – Susquehanna County Adult and Juvenile Probation

Douglas Lauver – Dauphin County Adult and Juvenile Probation

Colby Snook – Snyder County Adult and Juvenile Probation

John Toner – Centre County Adult and Juvenile Probation

Brian Updegrave – Northumberland County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1805:07

Commissioner Libby made a motion to approve the the renewal of CFI status for Thomas Baer, Justin Calisti, Lester Custer, Carlo DeAngelo, Michael Diehl, Nicole Gutshall, Sean Hayes, Michael Koscelnak, Colby Snook and John Toner.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

MOTION: 1805:08

Commissioner Heitzman made a motion to approve the renewal of CFI status for Doug Lauver.

Commissioner Beaver seconded.

Commissioner Libby abstained.

Motion carried by voice vote.

MOTION: 1805:09

Commissioner Libby made a motion to approve the renewal of CFI status for Brian Updegrove.

Commissioner Shurtleff seconded.

Commissioner Heitzman abstained.

Motion carried by voice vote.

Request for Initial MI Status

Richard Rok – Cambria County Adult Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1805:10

Commissioner Heitzman made a motion to approve Richard Rok for initial MI status.

Commissioner Libby seconded.

Motion carried by unanimous voice vote.

Request for Renewal of MI Status

Erik Christensen – Erie County Adult Probation

David Christian – Dauphin County Adult and Juvenile Probation

Michael Shrauder – Dauphin County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1805:11

Commissioner Heitzman made a motion to approve the renewal of MI status for Erik Christensen.

Commissioner Libby seconded.
Motion carried by unanimous voice vote.

MOTION: 1805:12

Commissioner Heitzman made a motion to approve the renewal of MI status for David Christian and Michael Shrauder.
Commissioner Beaver seconded.
Commissioner Libby abstained.
Motion carried by voice vote.

7. Public Comment and Questions

No public attendance.

8. Adjournment

Meeting adjourned at 10:57 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on May 6, 2018.

Minutes submitted by Ian Rowles, Recorder, PBPP